



SHIFNAL  
SHROPSHIRE

### Statement

**This statement should be read in conjunction with the Annual Governance Statement 2022/23 for Shifnal Town Council.**

This Council have accepted that actions that may have occurred during this financial year that were not in line with proper practices and without the authority to do so were resolved with appropriate legal advice and without significant impact to the financial arrangements of the Council.

Measures have now been put in place to ensure compliance with proper practices and no actions can be taken by committees or Council without consideration of the appropriate authority to do so.

### Actions

1. New staff have been employed to assist with the processing of financial implications and statements. Improved training and use of the accounting package provided has been initiated.
2. Clearly defined terms of reference have been ratified by Council for all committee, sub committees and working groups.
3. All budget lines and expenditure powers are indicated by officers prior to an expenditure resolution and noted on reports and minutes. All expenditure considerations are made in line with proper procurement processes.
4. The Internal Audit Committee consisting of five members of the Council and the Town Clerk/RFO meet bi-monthly to provide checks on processes, policies and procedures and to sample test income and expenditure transactions.
5. All policies and protocols have been reviewed or newly provided and brought forward for adoption by the Council. All members are provided with a hard copy on taking their seat with the Council and/or on request. Digital copies are provided to all members and where required are available for public viewing on the Council website or on request to the Council office.
6. An officer sits on all committees and sub committees to ensure compliance with standing orders, financial regulations and proper practices.
7. Where required, advice on legal authority is obtained through appropriate channels. E.g., NALC legal department.

Statement prepared by  
Denise Reynolds, Town Clerk/RFO  
following recommendation of the Internal Audit Committee on 6<sup>th</sup> June 2023

And signed following acceptance by Full Council on 15<sup>th</sup> June 2023

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Cllr R. Cox  
Chairman

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D. Reynolds  
Town Clerk/Responsible Finance Officer